

# Cleaning Check-out List

## Kitchen

- ☐ REFRIGERATOR - CLEAN & WIPE OUT  
REMOVE ALL FOOD, BEVERAGES, & ICE
- ☐ MICROWAVE - CLEAN & WIPE OUT
- ☐ STOVE - CLEAN & WIPE OUT
- ☐ COFFEE POT - REMOVE USED FILTERS &  
CLEAN OUT
- ☐ SINK & COUNTER TOPS - CLEAN & DISINFECT
- ☐ TABLE & CHAIRS - WIPE DOWN TABLE AND  
EACH CHAIR
- ☐ FLOOR - SWEEP AND MOP  
RUGS - VACUUM

## Living Room & Bed Rooms

- ☐ FLOORS - SWEEP & MOP  
INCLUDING UNDER FURNITURE
- ☐ RUGS - BEAT OUTSIDE
- ☐ NIGHT STANDS - CLEAN

## Bathrooms

- ☐ TOILETS - CLEAN & SCRUB  
INSIDE & OUT INCLUDING UNDER THE SEAT
- ☐ SHOWERS - CLEAN & SPRAY WITH DAILY  
SPRAY AND CLEAN DRAINS
- ☐ SINKS - CLEAN OUT & DISINFECT
- ☐ MIRRORS - CLEAN WITH WINDOW SPRAY
- ☐ TRASH - REMOVE ALL TRASH AND REPLACE  
TRASH LINER
- ☐ FLOORS - SWEEP AND MOP  
PLACE BATH RUGS & MOP INSIDE A LAUNDRY BASKET

## General & Decorations

- ☐ REMOVE ALL DECORATIONS  
CONFETTI & GLITTER ARE PROHIBITED FROM FACILITIES
- ☐ SUMMER - TURN A/C TO 78°  
WINTER - TURN FURNACE TO 58°
- ☐ TURN OFF ALL LIGHTS & LOCK ALL DOORS  
DOUBLE-CHECK PATIO DOOR
- ☐ RETURN KEY TO LOCK BOX

ALL TRASH MUST BE TAKEN OUT TO THE DUMPSTER, LOCATED NEAR THE CAMPGROUND BATHROOM.

\*PETS ARE NOT ALLOWED INSIDE ANY FACILITY, INCLUDING THE CABIN

\*PARK HOURS ARE ENFORCED (5:00 AM - 10:30 PM) AND CHECK-OUT IS NO LATER THAN 11:00 AM

\*IF THE FACILITY IS NOT CLEANED, THE CHECKLIST IS NOT COMPLETE, ITEMS ARE MISSING OR DAMAGED, OR LATE  
DEPARTURE THE SECURITY DEPOSIT WILL BE CASHED.

STORM SHELTER - IS LOCATED IN THE BASEMENT OF THE SWAN LAKE CONSERVATION EDUCATION CENTER  
A SIREN WILL ALERT YOU WITH STRAIGHT LINE WINDS AND/OR TORNADO WARNINGS - THIS IS YOUR WARNING TO TAKE  
ACTION AS YOU SEE FIT.

AFTER HOUR CONTACT FOR FACILITY-RELATED EMERGENCIES:

PLEASE CHECK YOUR EMAIL FOR THE PARK RANGER/EMPLOYEE'S PHONE NUMBER AND INFORMATION.

## Notes